

The Odisha Gazette

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 969, CUTTACK, TUESDAY, JUNE 23, 2015/ ASADHA 2, 1937

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 22nd June, 2015

No.15005–GAD-AR-DRF-0181/2014(Pt-I)/AR.— In exercise of the powers conferred by Section 3 read with Sections 5 and 6 the Odisha Right to Public Services Act, 2012 (Odisha Act 8 of 2012) the State Government do hereby declare the services as given in column (1) of the Schedule given below to be provided to the eligible persons within the specified time limit as specified against each such services in column (2) thereof by the Designated Officers as in column (3) for the purposes of the said Act and also notify the Appellate and Revisional Authority respectively in columns (4) and (5) of the said Schedule for passing of orders if any under the provisions of the said Act whenever an application to preferred to them.

After serial number 14, the following serial numbers and the Departments along with necessary entries thereof for each such Department shall be added to the Notification of the Government of Odisha in the General Administration (Administrative Reforms) Department No. 30/GAD., dated the 1st January, 2013, No. 8826/GAD., dated the 30th March, 2013, No. 17566/GAD, dated the 26th June, 2013, No. 33483/GAD, dated the 16th December, 2014 and Notification for amendment of the Government of Odisha in the General Administration (Administrative Reforms) Department No. 8824/GAD., dated the 30th March, 2013 and No.25342/GAD,dated 6th September,2013, namely:—

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
15. INDUSTRIES DEPARTMENT:					
LAND ALLOTMENT WITHIN IDCO ESTATES (OUTSIDE BMC AREA)					
90.	Allotment letter after receipt of Land Allotment Committee (LAC) approval.	30 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO.	Principal Secretary, Industries Department.
91.	Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost.	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO.	Principal Secretary, Industries Department.
92.	Issue of possession certificate after receipt of land cost	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO.	Principal Secretary, Industries Department.
LAND ALLOTMENT WITHIN IDCO ESTATES (WITHIN BMC AREA)					
93.	Allotment Letter after receipt of approval from High Level Clearance Committee (HLCC).	30 days	CGM (MSME)	Chairman-cum-Managing Director, IDCO.	Principal Secretary, Industries Department.
94.	Execution of agreement subject to compliance of terms and conditions of allotment after receipt of land cost.	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO.	Principal Secretary, Industries Department.
95.	Issue of possession certificate after receipt of land cost.	15 days	Concerned Divisional Head	Chairman-cum-Managing Director, IDCO.	Principal Secretary, Industries Department.
16. MICRO, SMALL & MEDIUM ENTERPRISES DEPARTMENT:					
A. DIRECTORATE OF INDUSTRIES, ODISHA, CUTTACK					
96.	Acknowledgement of Entrepreneurs Memorandum Part I.	24 working hrs.	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
97.	Acknowledgement of Entrepreneurs Memorandum Part II.	48 working hrs.	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	98. Recommendation for exemption of premium for conversion of land for MSMEs.	60 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
Administration of incentives (IPR,2007 & MSMED Policy,2009)					
	99. Sanction of capital investment subsidy under National Mission on Food Processing(NMFP)/ Odisha Food Processing Policies (OFPP) MSME development policy for Micro Enterprises.	60 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	100.Sanction of capital investment subsidy under National Mission on Food Processing (NMFP)/ Odisha Food Processing Policies (OFPP)/ MSME development policy for Small Enterprises).	90 days	Joint Director of Industries/ Addl. Director of Industries.	Director of Industries	Secretary, MSME Department.
	101. Recommendation for Exemption of Stamp Duty.	7 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	102. Sanction of assistance for Patent & IPR (Industrial Policy Resolution).	30 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	103. Sanction of assistance for Technical know-how	30 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	104. Sanction of assistance for quality Certification	30 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre. (DIC).	Director of Industries	Secretary, MSME Department.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	105. Recommendation for Electricity Duty (ED) Exemption on Power Supply for micro, small, medium & large enterprises (up to 110 KVA).	30 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	106. Recommendation for Electricity Duty (ED) Exemption on Power Supply for Thrust/Deemed Trust/Pioneer/Large up to 5 MW).	30 days	Joint Director of Industries/ Addl. Director of Industries.	Director of Industries	Secretary, MSME Department.
	107. Recommendation for Electricity Duty (ED) Exemption on Captive Power Plant (CPP) (for Thrust/ Deemed Trust/ Pioneer/Large).	30 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	108. Recommendation for ED Exemption on CPP (for Thrust/ Deemed Trust/ Pioneer/Large).	30 days	Joint Director of Industries/ Additional Director of Industries.	Director of Industries	Secretary, MSME Department.
	109. Recommendation for Entry Tax Exemption on Plant & M/c & Raw materials(Micro & Small Enterprises).	15 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	110. Issue of VAT Exemption Certificate on Khadi, Village, Cottage & Handicraft.	30 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	111. Sanction towards reimbursement VAT(MSME).	30 days	General Manager, RIC/DIC.	Director of Industries	Secretary, MSME Department.
	112. Sanction of Interest Subsidy Micro & Small Enterprise/PMEGP.	15 days	General Manager, Regional Industries Centre (RIC) /District Industries Centre (DIC).	Director of Industries	Secretary, MSME Department.
	113. Sanction of Interest Subsidy Thrust Sector.	15 days	Joint Director of Industries/Additio- nial Director of Industries.	Director of Industries	Secretary, MSME Department.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
B. DIRECTORATE OF EXPORT PROMOTION & MARKETING (EPM), Bhubaneswar					
16.	114. Issue of EPM Registration Certificate.	48 working hrs.	Joint Director, EPM.	Director, EPM	Secretary, MSME Department.
	115. Issue of Rate Contract Certificate.	60 days	Joint Director, EPM.	Director, EPM	Secretary, MSME Department.
	116. Issue of Test Report	15 days	Joint Director (Inspection).	Director, EPM	Secretary, MSME Department.
	117. Export related Assistance.	30 days	Deputy Director (Marketing).	Director, EPM	Secretary, MSME Department.
C. ODISHA KHADI & VILLAGE INDUSTRIES (OK & VI) BOARD, Bhubaneswar					
	118. Recommendation for Issue of Khadi Industries Certificate.	30 days	Deputy Secretary, OK&VIB.	Secretary, OK&VIB.	Secretary, MSME Department.
	119. Release of Rebate claims.	90 days	Senior Assistant Directorate of Industries Posted at OK & VI Board.	Additional Director-cum - Ex. officio, Secretary, OK&VIB.	Director of Industries.
D. ODISHA SMALL INDUSTRIES CORPORATION (OSIC), Cuttack					
	120. Supply of raw materials to the units	60 days	DGM(C), OSIC	MD, OSIC	Secretary, MSME Department.
	121. Supply of materials to the various firms through consortium marketing.	60 days	DGM(Marketing), OSIC.	MD, OSIC	Secretary, MSME Department.
E. ODISHA STATE FINANCIAL CORPORATION (OSFC), Cuttack					
	122. Sanction of loan	90 days	Heads of Department (HoD) Credit Department (CD).	MD, OSFC/DGM, OSFC.	Chairman, OSFC.
	123. Issue of No Dues Certificate.	15 days	Branch Manager	MD, OSFC/ HoD, Financial Account Department(FAD).	Chairman, OSFC.
	124. One time settlement	90 days	Branch Manager	MD, OSFC/HoD, Recovery Division (RD).	Chairman, OSFC.
17. COMMERCE AND TRANSPORT (TRANSPORT) DEPARTTMENT :					
	125. Issue of Conductor License.	7 days	MVI/ Addl. RTO/RTO.	RTO/Sub-Collector	Collector-cum-Chairman, RTA.
	126. Renewal of Conductor License.	7 days	MVI/ Addl. RTO/RTO.	RTO/Sub-Collector	Collector-cum-Chairman, RTA.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
17.	127. Change of Address in Conductor License.	7 days	MVI/ Addl. RTO/RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	128. Issue of Duplicate Conductor License.	7 days	MVI/ Addl. RTO/RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	129. Grant Renewal of Conductor License.	7 days	MVI/ Addl. RTO/RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	130. Issue of Duplicate Registration Certificate(RC).	7 days	MVI/Addl. RTO/ RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	131. Issue of certified copy of Registration Certificate (RC).	2 days	MVI/Addl. RTO/RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	132. Cancellation of Registration Certificate (RC).	30 days after physical inspection of vehicle	MVI/Addl. RTO / RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	133. Change of Address in the Registration Certificate (RC) card.	7 days	MVI/Addl. RTO/RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	134. Change of Address in Driving License	7 days	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	135. Issue of certified copy of Driving License (DL)	2 days	MVI/Addl. RTO/RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	136. Issue of License to Driving Training School.	45 days	MVI/Addl. RTO / RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	137. Renewal of License to Driving Training School.	15 days after physical verification of the Institute	MVI/Addl. RTO/RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	138. Transfer of ownership of vehicle on succession after death of owner.	7 days from the date of filing required documents & appearing before RTO.	MVI/Addl. RTO / RTO	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
17.	139. Transfer of ownership of Vehicle purchased on auction.	7 days from date of filing required document & after appearing before RTO	MVI/Addl. RTO/RTO	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	140. Cancellation of Hypothecation Agreement.	7 days from the date of filing required document & after verification from financier.	MVI/Addl. RTO / RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	141. Issue of certified copy of Route permit.	2 days	MVI/Addl. RTO / RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	142. Renewal of Registration Certificate (RC) of Non Transport Vehicles.	7 days from Production of vehicle for inspection	MVI/Addl. RTO / RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
	143. Addition of New Vehicle Class to an existing Driving License.	5 days after passing the test	MVI/Addl. RTO / RTO.	RTO/Sub-Collector	Collector- <i>cum</i> -Chairman, RTA.
18. LABOUR AND ESI DEPARTMENT:					
LABOUR COMMISSIONER, ODISHA					
	144. Registration under Odisha Shop and Commercial Establishment Act, 1956.	15 days	District Labour Officer/ Assistant Labour Officer.	Assistant Labour Commissioner	Deputy Labour Commissioner
	145. Renewal of Registration under Odisha Shop and Commercial Establishment Act, 1956.	15 days	District Labour Officer/ Assistant Labour Officer.	Assistant Labour Commissioner	Deputy Labour Commissioner
	146. The Motor Transport Workers Act, 1961 i) Registration ii) Renewal (annual)	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
	147. The Beedi & Cigar Workers Act, 1966 i) License ii) Renewal (annual)	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
18.	148. Contract Labour (R&A) Act, 1970 i) Registration (one time) ii) License iii) Renewal (annual)	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
	149. Inter State Migrant Workmen Act, 1979 i) Registration (one time) ii) License iii) Renewal of License	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
	150. Building & Other Construction Workers (RE&CS) Act, 1996 i) Registration of Establishment	15 days	Dist. Labour Officer	Asst. Labour Commissioner	Deputy Labour Commissioner
	151. Industrial Employment Standing Order Act, 1946	45 days	Deputy Labour Commissioner	Joint Labour Commissioner	Labour Commissioner
DIRECTORATE OF FACTORIES & BOILERS (F & B), ODISHA					
	152. Approval of factory plans (Non hazardous factories)	30 days	Assistant Director, F&B.	Joint Director, F&B	Director, F&B
	153. Approval of factory plans (hazardous factories)	60 days	Assistant Director, F&B.	Joint Director, F&B	Director, F&B
	154. Approval of factory plans (Major Accident harzard factory)	90 days	Assistant Director, F&B.	Joint Director, F&B	Director, F&B
	155. Registration and licensing of Factories.	30 days	Assistant Director, F&B	Joint Director, F&B	Director, F&B
	156. Renewal/ Amendment/ Transfer of Factory License.	30 days	Section Officer	Joint Director, F&B	Director, F&B
	157. Issue of Duplicate License	30 days	Section Officer	Joint Director, F&B	Director, F&B
	158. Inspection of Boilers and issue of provisional order to operate.	15 days	Zonal Assistant Director, F&B.	Divisional Deputy Director, F&B.	Director, F&B
	159. Approval of repair order of boilers.	15 days	Section Officer	Joint Director, F&B	Director, F&B
	160. Approval of Drawings of Steam Pipeline .	30 days	Assistant Director, F&B	Joint Director, F&B	Director, F&B
	161. Registration of Boilers.	30 days	Assistant Director, F&B	Divisional Deputy Director, F&B.	Director, F&B

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
18.	162. Endorsement of Certificates of Boiler Operation Engineers, Boiler Attendants and Welders issued by other states.	15 days	Section Officer	Secretary of Respective Board (Assistant Director, F&B/ Deputy Director, F&B).	Chairman (Director, F&B)
	163. Revalidation of Welders' certificates	15 days	Section Officer	Deputy Director, F&B	Director, F&B
19. SCHEDULED TRIBES & SCHEDULED CASTES DEVELOPMENT MINORITIES & BACKWARD CLASSES WELFARE DEPARTMENT, GOVERNMENT OF ODISHA:					
	164. Payment of cash incentive to couples for inter-caste Marriage as defined in Resolution No. 21332 HTW dt. 26.6.1980 subject to revision from time to time	60 days from receipt of application with requisite document from the Couple subject to availability of allotment of funds with the disbursing authority.	District Welfare Officer (DWO) of the concerned district .	Collector of the concerned district.	Commissioner- <i>cum</i> - Secretary, ST&SC Dev. Department.
20. PANCHAYATI RAJ DEPARTMENT:					
	165. Finalisation of work bill.	30 Days (From the date of completion of the work).	BDO(Block Level) District Panchayat Officer/ PD, DRDA District Level (As the case may be) Dy.Secy. / Jt. Secy. (State Level)	Collector(Block Level) Director, Panchayati Raj District Level (As the case may be) Collector(State Level)	Collector(Block Level) Director, Panchayati Raj (District Level (As the case may be) Commissioner- <i>cum</i> -Secretary (State Level)
	166. Issue of Trading License for trading of Minor Forest Produce	7days (By the Grama Panchayat)	Sarpanch (Block Level)	District Panchayat Officer (Block Level).	Collector (Block Level).
21. WORKS DEPARTMENT:					
	167. Fair Rent Calculation.	30 days	Executive Engineer	Superintending Engineer.	Engineer in Chief (EIC) (C) Odisha.
22. FINANCE DEPARTMENT :					
	168. Disposal of application for registration for registration under	30 days	Commercial Tax officers/ Asst. Commissioner of Commercial Taxes/ Deputy	Joint Commissioner of Commercial taxes in charge of Ranges.	Additional Commissioner of Commercial Taxes (Zonal).

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
22.	Odisha Entry Tax Act, 1999.		Commissioner of Commercial taxes in charge of Circle & Assessment Units.		
	169. Disposal of application for registration for No Deduction Certificate under Odisha Value Added tax Act, 2004.	15 days	Commercial Tax officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial taxes in charge of Circle & Assessment Units.	Joint Commissioner of Commercial taxes in charge of Ranges.	Additional Commissioner of Commercial Taxes (Zonal).
	170. Disposal of application for registration for Clearance Certificate under Odisha Value Added tax Act, 2004.	7 days	Commercial Tax officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial taxes in charge of Circle & Assessment Units.	Joint Commissioner of Commercial taxes in charge of Ranges.	Additional Commissioner of Commercial Taxes (Zonal).
	171. Disposal of requisition for 'EI' Form under Central Sales Tax Act, 1956.	3 days	Commercial Tax officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial taxes in charge of Circle & Assessment Units.	Joint Commissioner of Commercial taxes in charge of Ranges.	Additional Commissioner of Commercial Taxes (Zonal).
	172. Disposal of requisition for 'EII' Form under Central Sales Tax Act, 1956.	3 days	Commercial Tax officers/ Asst. Commissioner of Commercial Taxes/ Deputy Commissioner of Commercial taxes in charge of Circle & Assessment Units.	Joint Commissioner of Commercial taxes in charge of Ranges.	Additional Commissioner of Commercial Taxes (Zonal).
23.	EXCISE DEPARTMENT :				
	A. GRANT OF LICENSE				
	173. To process the proposal for grant of liquor license at District Level.	60 days	Superintendent of Excise/ Collector of the District.	Excise Commissioner	Principal Secretary / Secretary.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
23.	174. Recommendation of the Excise Commissioner for Grant of Liquor License at Commissioner's Level.	30 days	Excise Commissioner	Principal Secretary/ Secretary	Hon'ble Minister
24. HOME DEPARTMENT :					
	175. Issue of Ex-servicemen/ Widow Identity Cards.	1 day	Secretary, respective Zilla Sainik Boards (ZSB).	Secretary, Rajya Sainik Board, Odisha (RSB).	Special Secretary, Home Department.
	176. Registration of Ex-servicemen.	1 day	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	177. Issue of Bonafide Certificate for admission of children in various Educational In Institutions.	1 day	Secretary, respective ZSBs/RSB.	Secretary, RSB	Special Secretary, Home Department.
	178. Registration for Employment of ESM.	1 day	Secretary, ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	179. Issue of Bonafide certificate for exemption of holding Tax	1 day	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	180. Processing of application for death benefits such as AGI, Funeral grant etc.	2 days	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	181. Processing of application for children education allowance for MoD.	7 days	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	182. Processing of application for Scholarship for Amalgamated Fund.	7 days	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	183. Processing of application for PM's scholarship from. MoD.	7 days	Secretary, RSB.	Additional Secretary, Home Department	Special Secretary, Home Department.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
24.	184. Processing of application for various financial assistance from Kendriya Sainik Board, MoD.	15 days	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	185. Processing of application for sanction of 2nd World War Veteran Pension.	30 days	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	186. Processing of application for various financial assistance from Amalgamated Fund.	7 days	Secretary, respective ZSBs.	Secretary, RSB	Special Secretary, Home Department.
	187. Physical verification for change of address of serving personnel.	15 days	Secretary, respective ZSBs.	Secretary, KB	Special Secretary, Home Department.
	188. Redressal of grievances of serving/ESM.	7 days	Secretary, respective ZSBs.	Secretary, KB	Special Secretary, Home Department.
	189. Processing of grievance/ Petition of ESM/ Widows to concerned civil authorities.	7 days	Secretary, respective ZSBs	Secretary, KB	Special Secretary, Home Department.
	190. NOC for Crackers License.	7 days	OIC of Fire station	Asst. Fire Officer of the District Fire Station.	Range Fire Officer.
25.	FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPARTMENT, GOVERNMENT OF ODISHA:				
	1. Sponsoring of proposal under Motorisation of traditional craft				
	191. Forwarding of proposal by Asst. Fisheries Officer to Addl. Fisheries Officer after Verification.	15 days	Addl. Fisheries Officer, Marine, Kujanga, Balasore, Puri, Ganjam.	Addl. Fisheries Officer, Marine (Directorate of Fisheries, Odisha, Cuttack).	Jt. Director of Fisheries (Coastal) Directorate of Fisheries, Odisha, Cuttack.
	192. Sponsoring of proposal by Addl. Fisheries Officer to Banks subject to availability of subsidy.	15 days	Addl. Fisheries Officer, Marine, Kujanga, Balasore, Puri, Ganjam.	Addl. Fisheries Officer, Marine (Directorate of Fisheries, Odisha, Cuttack).	Jt. Director of Fisheries (Coastal) Directorate of Fisheries, Odisha, Cuttack.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
25.	2. Development of Inland Fisheries Through FFDA & BFDA				
	193. Sponsoring of proposal to District Office by the Assistant FO.	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone).	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	194. Sponsoring of proposal by District Office to bank.	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone).	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	195. Submission of Utilisation certificate by AFO after completion of the Project.	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone).	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	196. Release of subsidy after receipt of Utilisation certificate by AFO subject to availability of funds.	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone).	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	3. Development of Inland Fisheries Through Capital investment Subsidy under Commercial Agri. Enterprises(State Agriculture Policy, 2013)				
	197. Placing the case in the screening committee headed by Collector after receipt of security money from the farmer.	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	198. Issue of go ahead letter after approval of screening committee.	5 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	199. Recommendation to the Committee for release of subsidy after receipt of UC	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
25.	4. Subsidies for popularization of Fisheries Equipment/ Machineries (State Agriculture Policy, 2013.)				
	200. Submission of the collected applications at DFO office by AFO.	10 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	201. Filling of the application from online as per the beneficiary application and generation of permit by DFO.	17 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	202. Issue of permits for supply of equipments to vender.	15 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	203. Verification of equipment as per DLTC/SLTC approval. The details with GPS photograph (equipment, beneficiaries and AFO) at the beneficiary field to all quarter to be provided through SMS by AFO.	7 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
	204. Online confirmation, the verification and uploading the photograph taken at the beneficiaries field by DFO.	5 days	District Fisheries Officer	Dy. Director of Fisheries (Zone)	Jt. Director of Fisheries (Inland) Directorate of Fisheries, Odisha, Cuttack.
26.	HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF ODISHA:				
	205. Sanction of Junior, Senior, PG Merit, Girls Merit, Technical & Professional Scholarship.	30 days	Joint Secretary to Govt., Higher Education Department.	Additional Secretary to Govt., Higher Education Department.	Principal Secretary to Govt., Higher Education Department.
	206. Sanction of Loan Stipend.	15 days	Joint Secretary to Govt., Higher Education Department.	Additional Secretary to Govt., Higher Education Department.	Principal Secretary to Govt., Higher Education Department.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
26.	207. Issue of Clearance Certificate towards recovery of Loan Stipend.	15 days	Joint Secretary to Govt., Higher Education Department.	Additional Secretary to Govt., Higher Education Department.	Principal Secretary to Govt., Higher Education Department.
	208. Investigation of Arrear claims.	15 days	Joint Secretary to Govt., Higher Education Department.	Additional Secretary to Govt., Higher Education Department.	Principal Secretary to Govt., Higher Education Department.
	209. Verification of Original Certificate.	02 days	Joint Secretary to Govt., Higher Education Department.	Additional Secretary to Govt., Higher Education Department.	Principal Secretary to Govt., Higher Education Department.
	210. Authentication of Original Certificate.	03 days	Joint Secretary to Govt., Higher Education Department.	Additional Secretary to Govt., Higher Education Department.	Principal Secretary to Govt., Higher Education Department.
DIRECTORATE OF HIGHER EDUCATION					
	211. Renewal of affiliation to the Colleges.	60 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	212. Issue of verification of certificates	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	213. Issue of verification of Mark Sheet.	30 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	214. Re-addition of marks	60 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	215. Selection of Nominee of University to Colleges.	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	216. Issue of Migration Certificate.	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	217. Issue of Provisional Mark sheet and Degree Certificate.	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	218. Issue of Official Transcript/ Authenticity.	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	219. Disbursal of Scholarship/ Research grant.	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	220. Issue of Registration/ Duplicate Mark sheet/Certificate.	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
	221. Examination of Ph.D. Thesis.	180 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	222. Authentication of Original Certificate.	07 days	Asst. Registrar / Dy. Registrar	Registrar	Vice-Chancellor
COUNCIL OF HIGHER SECONDARY EDUCATION					
	223. Renewal of affiliation to the Colleges.	60 days	Secretary	Chairman	Director, Higher Education.
	224. Selection of Member (Women) to the GB.	15 days	Secretary	Chairman	Director, Higher Education.
	225. Forwarding of fresh scholarship to MHRD.	30 days	Secretary	Chairman	Director, Higher Education.
	226. Forwarding of Renewal of Scholarship to MHRD.	30 days	Secretary	Chairman	Director, Higher Education.
	227. Issue of verification of Certificates.	07 days	Secretary	Chairman	Director, Higher Education.
	228. Issue of verification of Mark Sheet.	30 days	Secretary	Chairman	Director, Higher Education.
	229. Re-addition of marks	7 days	Secretary	Chairman	Director, Higher Education.
	230. Re-addition of marks Manual Valuation.	60 days	Secretary	Chairman	Director, Higher Education.
	231. Selection of Nominee of CHSE to Colleges.	07 days	Secretary	Chairman	Director, Higher Education.
	232. Issue of Pass/ Equivalence Certificate.	07 days	Secretary	Chairman	Director, Higher Education.
	233. Issue of Migration Certificate.	07 days	Secretary	Chairman	Director, Higher Education.
	234. Issue of Provisional Pass Certificate/Mark Sheet.	07 days	Secretary	Chairman	Director, Higher Education.
	235. Authentication of Original Certificate.	07 days	Secretary	Chairman	Director, Higher Education.
27. HOUSING & URBAN DEVELOPMENT DEPARTMENT:					
	236. Building Plan Approval (Applicable to Bhubaneswar Development Authority from 01-02-2013 and other Development authorities & ULBs from 01-05-2013).	60 days	Counter Assistant/Dealing Assistant concerned.	Planning Member, DA concerned/ Executive Officer concerned.	Vice Chairman, DA concerned/ ADM-cum-PD, DUDA.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
27.	237. Issuance of Occupancy Certificate (Applicable to Bhubaneswar Development Authority from 01-02-2013 and other Development Authorities & ULBs from 01-03-2013).	30 days	Counter Assistant/Dealing Assistant concerned.	Planning Member, DA concerned/ Executive Officer concerned.	Vice Chairman, DA concerned/ ADM-cum-PD, DUDA.
	238. Marriage Certificate (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013).	7 days	Dealing Assistant concerned.	Deputy Commissioner/ Executive Officer concerned.	Municipal Commissioner / ADM-cum-PD, DUDA.
	239. Birth & Death Certificate (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013).	15 days	VS Clerk	City Health Officer/ Executive Officer concerned.	Municipal Commissioner / ADM-cum-PD, DUDA.
	240. Trade License (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013).	15 days	Misc. Sarkar/Clerk concerned	Deputy Commissioner / Executive officer concerned.	Municipal Commissioner / ADM-cum-PD, DUDA.
	241. Pipe Water connection (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013).	45 days	Junior Engineer concerned.	Assistant Engineer concerned.	Executive Engineer concerned.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
	242. Correction of Water Bill (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013).	30 days	Junior Engineer concerned.	Assistant Engineer concerned.	Executive Engineer concerned.
	243. Repair of Tube Wells (Applicable to Bhubaneswar, Cuttack & Berhampur Municipal Corporations from 01-02-2013 and other ULBs from 01-05-2013).	7 days for minor repair; 14 days for major repair.	Junior Engineer, Tube wells.	Assistant Engineer in-charge, Tube wells.	Executive Engineer concerned.
28. GENERAL ADMINISTRATION DEPARTMENT:					
	244. Issue of Mortgage Permission of leasehold lands.	30 days	Section / Desk Officer	Addl. Land / Land Officer.	Director of Estates.
	245. Issue of Conversion Order of leasehold lands.	90 days	Section / Desk Officer	Addl. Land / Land Officer.	Director of Estates.
	246. Issue of Mutation Order of leasehold lands.	60 days	Section / Desk Officer	Addl. Land / Land Officer.	Director of Estates.
29. AGRICULTURE DEPARTMENT:					
	247. Seed License	45 days	DAO/JDA(F&S)	DDA/ADA(Extn)	DA&FP(O)
	248. Fertilizer License	45 days	DAO/JDA(F&C)	DDA/ADA(Extn)	DA&FP(O)
	249. Pesticide License	45 days	DAO/DDA(PP)	DDA/ADA(Extn)	DA&FP(O)
	250. Soil Health Card	45 days	AAO	DAO	DDA
Director of Horticulture					
	251. Seed License	45 days	Dy. Director of Horticulture/Asst. Director of Horticulture.	Jt. Director of Horticulture.	Director of Horticulture.
	252. Fertilizer License	90 days	Dy. Director of Horticulture/Asst. Director of Horticulture.	Jt. Director of Horticulture.	Director of Horticulture.
30. EMPLOYMENT, TECHNICAL EDUCATION & TRAINING DEPARTMENT:					
STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING:					
	253. Issue of Diploma Certificate.	45 days	Deputy Secretary	Secretary SCTE & VT	DTET, ODISHA

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
30.	254. Issue of Provisional Certificate.	15 days	Deputy Secretary	Secretary SCTE & VT	DTET, ODISHA
	255. Issue of Semester Mark sheet.	10 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	256. Issue of Divisional Mark Sheet.	45 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	257. Issue of Migration Certificate.	10 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	258. Issue of Verification Certificate.	15 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	259. Issue of Duplicate Certificate.	10 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	260. Issue of Duplicate Mark Sheet.	10 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	261. Issue of Transcript	30 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	262. Recounting of Answer Books.	90 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
	263. Supply of photocopy of Answer Books.	90 days	Deputy Controller of Exam.	Secretary SCTE & VT	DTET, ODISHA
31. CO-OPERATION DEPARTMENT:					
	264. Amendment of Bye-laws	60 days	1. ARCS 2. DRCS 3. JRCS 4. ADDL. RCS 5. RCS(O)	1. DRCS 2. JRCS 3. ADDL. RCS 4. RCS 5. State. Govt.	1. RCS/ Addl. RCS 2. RCS/ Addl. RCS 3. RCS 4. State Govt.
	265. Registration	60 days	1. ARCS 2. DRCS 3. JRCS 4. ADDL. RCS 5. RCS(O)	1. DRCS 2. JRCS 3. ADDL. RCS 4. RCS 5. State. Govt.	1. RCS/ Addl. RCS 2. RCS/ Addl. RCS 3. RCS 4. State Govt.
	266. Issuance of Regd. Certificate	60 days	1. ARCS 2. DRCS 3. JRCS 4. ADDL. RCS 5. RCS(O)	1. DRCS 2. JRCS 3. ADDL. RCS 4. RCS 5. State. Govt.	1. RCS/ Addl. RCS 2. RCS/ Addl. RCS 3. RCS 4. State Govt.
	267. Issue of certified copy of bye-laws	15 days	1. ARCS 2. DRCS 3. JRCS 4. ADDL. RCS 5. RCS(O)	1. DRCS 2. JRCS 3. ADDL. RCS 4. RCS 5. State. Govt.	1. RCS/ Addl. RCS 2. RCS/ Addl. RCS 3. RCS 4. State Govt.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
AGRICULTURAL MARKETING SECTOR:					
31.	268. License for Trading /Processing/ Commission Agent / Broker/ Weighman.	40 days	Secretary, RMC	Market Committee	OSAM Board
	269. License for establishment of Private Marketing.	60 days	Govt. of Co-operation.	Govt. of Co-operation.	Govt. of Co-operation.
	270. Settlement of disputes between producer sellers and buyers.	15 days	Secretary, RMC	Arbitrators	Market Committee.
	271. Grievances related to settlement of sale proceeds.	15 days	Secretary, RMC	Arbitrators	Market Committee.
	272. Grievances related to Market charges.	15 days	Secretary, RMC	Arbitrators	Market Committee.
ODISHA STATE WAREHOUSING CORPORATION:					
	273. Reservation of Storage Space as per the request of Bulk Depositor.	15 days	Warehouse Superintendent/ Zonal Manager.	General Manager(C).	Managing Director.
	274. Issue of Duplicate Warehouse Receipt as per prescribed rules in case the warehouse Receipt is lost or damaged.	15 days	Warehouse Superintendent/ Zonal Manager.	General Manager(C).	Managing Director.
PRIMARY AGRICULTURE CO-OPERATIVE SOCIETIES (PACS):					
	275. Membership	15 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	276. Issue Kisan Credit	15 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	277. Sanction of Crop Loans.	15 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	278. Sanction of Agricultural Term Loans.	30 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	279. Issue of Deposit Receipt/ Pass Book.	1 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Secretary, CCB concerned.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
31.	280. Receipt toward repayment of Lone.	1 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	281. Online Registration for paddy procurement.	3 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	282. Payment against procurement of paddy.	3 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	283. Withdrawal of Deposits.	1 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Secretary, CCB concerned.
	284. Adjustment of shares against loan repayment.	7 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
	285. Availability of fertilizer/ seeds/ pesticides.	1 days	Secretary, PACS/ Managing Director, LAMPCS.	Branch Manager of the CCB concerned.	Assistant Registrar, Co-operative Societies.
CENTRAL CO-OPERATIVE BANK (CCBs):					
	286. Sanction of Loan	15 days	Banking Assistant	Assistant Manager	Secretary
	287. Issue of fresh cheque books.	1 day	Banking Assistant	Assistant Manager	Branch Manager.
	288. Issue of personalized RuPay ATM card.	30 days	Banking Assistant	Assistant Manager	Branch Manager.
ODISHA STATE CO-OPERATIVE BANKS (OSCBs):					
	289. Sanction of Loan	15 days	Junior Manager	Assistant Manager/ Manager	General Manager(C&I) of H.O
	290. Issue of fresh cheque books.	1 day	Junior Manager	Assistant Manager/ Manager.	Branch Manager.
	291. Issue of personalized RuPay ATM card.	30 days	Junior Manager	Assistant Manager/ Manager.	Branch Manager.
32. REVENUE & DISASTER MANAGEMENT DEPARTMENT:					
	292. Disposal of application for issue of Solvency Certificate for an amount less than rupees one lakh.	30 days (Excluding the period taken for disposal of objections, if any).	Tahasildar / Addl. Tahasildar.	Sub-Collector	Collector

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
32.	293. Disposal of application for issue of Solvency Certificate for an amount of and above rupees one lakh.	30 days (Excluding the period taken for disposal of objections, if any).	Sub-Collector	Collector	RDC
	294. Disposal of application for issue of Guardianship Certificate.	45 days (Excluding the period taken for disposal of objections, if any).	Collector	RDC	Member, Board of Revenue.
	295. Certified copy of the document filed u/s 89 of Registration Act, 1908.	7 days	DSR/SR	ADM-cum-DR	IGR
	296. Registration of Partnership Firm.	90 days	Registrar of Firm (IGR) or Officer delegated with power.	Land Reforms Commissioner.	Member, Board of Revenue.
	297. Amendment of Registered Partnership Firm.	30 days	Registrar of Firm (IGR) or Officer delegated with power.	Land Reforms Commissioner.	Member, Board of Revenue.
	298. Dissolution of Partnership firm .	45 days	Registrar of Firm(IGR) or Officer delegated with power.	Land Reforms Commissioner.	Member, Board of Revenue.
	299. Certified copy of Certificate of Firm.	7 days	Registrar of Firm(IGR) or Officer delegated with power.	Land Reforms Commissioner.	Member, Board of Revenue.
	300. Amendment of Registered Society (District level).	30 days	Additional Registrar of Societies(ADM).	IGR	Land Reforms Commissioner.
	301. Amendment of Registered Society (State level).	60 days	IGR	Land Reforms Commissioner.	Member, Board of Revenue.
	302. Certified copy of Certificate of Society Registered within last five years (District level).	5 days	Additional Registrar of Societies(ADM).	IGR	Land Reforms Commissioner.
	303. Certified copy of Certificate of Society Registered within last five years (State level).	5 days	IGR	Land Reforms Commissioner.	Member, Board of Revenue.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
32	304. Certified copy of Certificate of Society Registered within last ten years (District level).	7 days	Additional Registrar of Societies(ADM).	IGR	Land reforms Commissioner.
	305. Certified copy of Certificate of Society Registered within last ten years (State level).	7 days	IGR	Land reforms Commissioner.	Member, Board of Revenue.
	306. Certified copy of Bye-laws of Society Registered within last five years (District level).	5 days	Additional Registrar of Societies (ADM).	IGR	Land reforms Commissioner.
	307. Certified copy of Bye-laws of Society Registered within last five years (State level).	5 days	IGR	Land reforms Commissioner.	Member, Board of Revenue.
	308. Certified copy of Bye-laws of Society Registered within last ten years (District level).	7 days	Additional Registrar of Societies(ADM).	IGR	Land reforms Commissioner.
	309. Certified copy of Bye-laws of Society Registered within last ten years (State level).	7 days	IGR	Land reforms Commissioner.	Member, Board of Revenue.
	310. Certified copy of Memorandum of Society Registered within last five years (District level).	5 days	Additional Registrar of Societies(ADM).	IGR	Land reforms Commissioner.
	311. Certified copy of Memorandum of Society Registered within last five years (State level).	5 days	IGR	Land reforms Commissioner.	Member, Board of Revenue.
	312. Certified copy of Memorandum of Society Registered within last ten years (District level).	7 days	Additional Registrar of Societies(ADM).	IGR	Land reforms Commissioner.
	313. Certified copy of Memorandum of Society Registered within last ten years (State level).	7 days	IGR	Land reforms Commissioner.	Member, Board of Revenue.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
33. FOREST & ENVIRONMENT DEPARTMENT:					
	314. Distribution of Seedlings to Public-Issue of Orders.	15 days	Range Forest Officers.	Assistant Conservator of Forests.	Deputy Conservator of Forests.
	315. Sanction of compassionate amount to the concerned persons in case of crop damage by specified wild animals.	90 days	Divisional Forest Officer of Wildlife/Territorial Division.	Concerned Regional Chief Conservator of Forests.	Principal CCF(WL) & Wildlife Warden Odisha.
	316. Sanction of compassionate amount to the concerned persons in case of cattle kill by specified wild animals.	30 days	Divisional Forest Officer of Wildlife/Territorial Division.	Concerned Regional Chief Conservator of Forests.	Principal CCF(WL) & Wildlife Warden Odisha.
	317. Sanction of compassionate amount to the concerned persons/legal heirs of the victims in case of human injury and casualty respectively by specified wild animals.	15 days	Divisional Forest Officer of Wildlife/Territorial Division.	Concerned Regional Chief Conservator of Forests.	Principal CCF (WL) & Wildlife Warden Odisha.
STATE POLLUTION CONTROL BOARD, ODISHA:					
	318. Disposal of consent to establish application for new / expansion proposal of 17 Categories of highly polluting industries (Red-A) having investment of Rs.50 crores or more on recommendation of Consent Committee.	60 days	Member Secretary.	Appellate Authority constituted by F&E Department u/s 28 of Water (PCP) Act and 31 of Air (PCP) Act.	Concerned designated Officer, which grants consent revises the consent order as directed by the Appellate Authority.
	319. Disposal of consent to establish application for new/ expansion proposal of Coal, Bauxite, Iron, Ore, Manganese, Limestone, Dolomite and Chromite Mines on recommendation of Consent Committee.	60 days	Member Secretary.	Appellate Authority constituted by F&E Department u/s 28 of Water (PCP) Act and 31 of Air (PCP) Act.	Concerned designated Officer, which grants consent revises the consent order as directed by the Appellate Authority.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
33.	320. Disposal of consent to establish application for new / expansion proposal of all Sponge Iron Plants on recommendation of Consent Committee.	60 days	Member Secretary.	Appellate Authority constituted by F&E Department u/s 28 of Water (PCP) Act and 31 of Air (PCP) Act.	Concerned designated Officer, which grants consent revises the consent order as directed by the Appellate Authority.
	321. Disposal of consent to establish application for new / expansion proposal of 17 Categories of highly polluting industries (Red-A) having investment of less than Rs.50 crores on recommendation of Internal Consent Committee.	Cat.A-60 days Cat.B-45 days	Sr. Environment Engineer/Sr. Environment Scientist.	Appellate Authority constituted by F&E Department u/s 28 of Water (PCP) Act and 31 of Air (PCP) Act.	Concerned designated Officer, which grants consent revises the consent order as directed by the Appellate Authority.
	322. Disposal of consent to establish application for new / expansion proposal of other than 17 Category of polluting industries (Red-A) i.e. Red-B, Orange and Green having investment of Rs.50 crores or more on recommendation of Internal Consent Committee.	Cat.A-60 days Cat.B-45 days	Sr. Environment Engineer/Sr. Environment Scientist.	Appellate Authority constituted by F&E Department u/s 28 of Water (PCP) Act and 31 of Air (PCP) Act.	Concerned designated Officer, which grants consent revises the consent order as directed by the Appellate Authority.
	323. Disposal of consent to establish application for new / expansion proposal of other than 17 Category of polluting industries (Red-A) i.e. Red-B, Orange and Green having investment UPTO Rs.50 crore.	Cat.A-60 days Cat.B-45 days Cat.C-30 days	Regional Officer	Appellate Authority constituted by F&E Department u/s 28 of Water (PCP) Act and 31 of Air (PCP) Act.	Concerned designated Officer, which grants consent revises the consent order as directed by the Appellate Authority.

Sl. No.	Name of Public Service	Given Time limit	Designated Officer	Appellate Authority	Revisional Authority
(1)	(2)	(3)	(4)	(5)	(6)
33.	324. Disposal of consent to establish application for new / expansion proposal of Mines other than Coal, Bauxite, Iron, Ore, Manganese, Limestone, Dolomite and Chromite.	Cat.A-60 days Cat.B-45 days	Regional Officer ST	Appellate Authority constituted by F&E Department u/s 28 of Water (PCP) Act and 31 of Air (PCP) Act.	Concerned designated Officer, which grants consent revises the consent order as directed by the Appellate Authority.

By Order of the Governor

MANOJ AHUJA

Principal Secretary to Government